

## **2.2 Gifts and Donations**

The Tulare Public Library gladly accepts the donation of books and media items (DVDs, CDs, or video games) with the understanding that the Library may do with them as it sees fit. The Library will also not accept outdated media formats (VHS, cassette tapes, etc.); encyclopedias; or text books. Items in poor condition (torn, mildewed, missing covers) will be thrown away. All donations with more than six (6) items must be boxed or bagged.

Gifts made to the Tulare Public Library are accepted with the provision that they will be viewed and evaluated for possible addition to the library collection in accordance with established selection criteria. Materials added to the collection will be subject to disposition in the same manner as materials acquired through all other acquisition channels. Gifts accepted for the collection become the property of the City of Tulare. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library, in accordance with the *City of Tulare's Administrative Policy No. 91-03*.

Upon receipt of gift materials a Gift Receipt is given to the donor acknowledging the quantity and format of the gift items. Due to the Internal Revenue Service Regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

### **City of Tulare Administrative Policy No. 91-03**

#### **Disposition of Surplus Library Materials**

It is the policy of the City of Tulare that the Library Director, with the approval of the Library Board, be empowered to dispose of unwanted library materials as he or she deems appropriate. Library materials are defined as books, magazines, records, tapes, etc., which have been withdrawn from the collection or are gifts to the library that the Director does not wish to add to the collection. This policy recognizes the uniqueness of library materials and considers the burden that the disposal of library materials under normal surplus procedures may impose. The authorization shall not conflict with the established Procurement Policy already in force and applies to library materials only, not furniture, equipment, etc.

Adopted December 26, 1991